



Alicia Day,
Recreation Director

**CITY OF FITCHBURG
RECREATION DEPARTMENT**

31 Broad Street, 2nd Floor
Fitchburg, MA 01420
PHONE: 978-829-1815
FAX: 978-345-9687

Board Members:

Jon Ricciutti – Chairman
James McGrath – Vice Chair
Andy Roy
Mary Whitney
Dave Madigan

**Board of Park Commissioner Meeting
Tuesday, January 6, 2015**

Call to Order:

The January 6, 2015 meeting was called to order at 5:30p by Chairman Jon Ricciutti.

Commission Member Present:

Chairman Jon Ricciutti, Vice Chair James McGrath, and Dave Madigan

Andy Roy and Mary Whitney absent

Others Present:

Lenny Laakso, Nate LaRose, Amy LeBlanc, Mayor Lisa Wong, Councilor Joel Kaddy, and Councilor Angelo Bisol.

Minutes of the Meeting:

A motion was made by Dave Madigan and seconded by James McGrath that the minutes for December 2nd, 2014 be accepted. Motion 5-0

A motion was made by James McGrath and seconded by Jon Ricciutti that Mayor Lisa Wong is allowed to speak first. Motion 3-0

Landry Arena Discussion:

Mayor Lisa Wong: requesting guidance from the board in the Landry area issue.

- 1.) Do we think the city has finances to take over the Landry? And, if so, do we know what uses we want?
- 2.) Talk to the university; suggest that they do not proceed with the demolition as they are currently looking for bids for.
- 3.) Reach out to the community to see if there are alternatives.

James McGrath: Parks Commissioners Board has requested feasibility study. Why had this not been done?

Mayor Wong: The City can't do one until we know the scope of the services for what we would be doing. The Mayor requested clarification on this scope.

- What do we want? Nothing formal or in writing has been sent to FSU.
- Do we maintain the building there? Allow it to become something else? City can ask for a cease and desist and legally fight through courts to figure out ruling or we can bypass this and discuss.

James McGrath: A petition to Save the Landry was signed by 1,000 people and it would be good for the public to get involved.

Mayor Wong: Who and how will run it? The City is not capable. Is there a public organization that can run it better than the university?

Would like to intervene with the college and start to communicate now.

What are our action steps?

- Write a letter

Jim: Is the lease legal? Can we get an attorney's solid opinion on this question?

Mayor: All we can do is take them to court and kick them out? Then what happens if we take the building back. Would the Board like to intervene with the college and start to communicate now?

What are our action steps?

1. Write a formal cease and desist to the college and request a contract negotiation and request that they not sign any legal documents.
2. What are the terms and conditions if we renegotiate a lease?
3. Make a formal call to the public for suggestions for what we can do with the Landry.

Councilor Joel Kaddy: What is in it for our city? It was an assumption that public was still to be allow to use the facility. We are the city and we do want to operate on goodwill. We can negotiate and all forms will be legally binding, superseding all previous negotiations and contracts.

Angelo: What is needed is a judge's ruling.

A motion was made by James McGrath and seconded by Dave Madigan that the Chairman write a letter to FSU President Antonucci, thanking him for his forbearance to date and asking that FSU delay the execution of a contract for demolition of the skating facilities at the Landry Arena until at least March 1, 2015, to enable interested parties to come up with a definitive plan for renovation and maintenance of a skating facility at the Landry and to that end request a meeting between FSU, the Mayor and the City Council, the Board of Park Commissioners to have a candid discussion of the options available in order to preserve and honor the original intention of the parties that the Landry Arena would be a facility for the public's use. Motion 3-0.

A motion was made by James McGrath and seconded by Dave Madigan that the Parks Board seeks alternative proposals from third parties for operating the Landry Arena. Said proposals to be submitted no later than February 2, 2015, and to include; (1) plan for proposed use, (2) the name of operating entity, (3) revenue sources and (4) budget for maintaining and operating the facility. Motion 3-0.

Planning Board Report:

Overhead lines exist at Lowe Playground this is not allowed. A request will be sent to the Sundial to sign an easement that would move the lines. Councilor Hays is looking for his board to install wires underground. He will have answer in 48 hours. The site need to be cleaned up and will be finished up in spring 2015.

A motion was made by James McGrath and seconded by Dave Madigan by that the Planning Board's Report accepted. Motion 3-0

Friends of Coggs Hall Report:

No report given.

Parks Maintenance Report:

The report was given by Lenny Leaks. See attached report.

A motion was made by Dave Madigan and seconded by James McGrath to request the report be accepted. Motion 3-0

Recreation Department Report:

The report was given by Alicia Day. See attached report.

A motion was made by Dave Madigan and seconded by James McGrath to request the report be accepted. Motion 3-0

Old Business:

Adopt-A-Park:

Motion to table report. Motion 3-0

River Front Park Report:

Motion to table report. Motion 3-0

New Business:

Councilor Joel Kaddy: Asking the Board to allow bike racks to be permanently installed in Gateway, Riverfront, Coolidge, and Coggshall Parks, (These are only suggested locations and the Board can change if they see fit.)

Motion made to support by James McGrath, and Seconded by Dave Madigan. Motion 3-0

William Marks: Was requesting a food vending permit for Coolidge Park. He said that he will work with MOC to create a healthy food option. The hours he requested were 11am - 7pm, seven days a week. Memorial Day to Labor Day 2015.

A motion was made by James McGrath and seconded by Dave Madigan to allow Mr. Marks to have a food vending permit; pending approval of the health board and passing of a CORI check. Motion 3-0

Community Issues:

Motion was made by James McGrath and seconded by Dave Madigan to keep Jon Ricciutti as Chairman for the Parks Commissioners Board. Jon Ricciutti accepted the position.

Motion was made by Dave Madigan and seconded by Jon Ricciutti to keep James McGrath as the Vice Chairman for the Parks Commissioners Board. James McGrath accepted the position.

Motion to adjourn was made by Dave Madigan and seconded by James McGrath. Motion 3-0.



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Board Members:

John Ricciutti – Chairman
James McGrath – Vice Chair
Andy Roy
Mary Whitney
Dave Madigan

Board of Park Commissioners
January 6th, 2015
5:30PM
Memorial School Cafeteria
615 Rollstone Street
Fitchburg, MA 01420

Pledge of Allegiance

Minutes: December 2nd, 2014

Department Reports:

- Planning Department Report
- Friends of Cogshall Update
- Parks Maintenance Report
- Recreation Director's Report

Old Business:

- Adopt A Park Update
- Riverfront Park Updates
- Commissioners Board: Landry Arena Discussion

New Business:

- William Marks – Requesting a food vending permit for Coolidge Park.

Community Issues:

FITCHBURG CITY CLERK
2014 DEC 31 A 9:41

Parks Maintenance
January 6, 2015

Empty trash in Parks

Checked trees

Picked up leaves at parks

Picked up broken limbs in parks and around City due to high winds

Pulled flowers from islands at Prichard and Main Streets

Tied up Christmas lights at Upper Common

Set up Nativity Scene at the Upper Common

Installed 13 Veterans bricks at Upper Common

Salted bridges and H/C ramps around town

Prep area where dumpster is going to go at Coolidge Park

Serviced mowers to get ready for spring

Trimmed and cleaned up parking lot at Steam Line Trail

Cut and removed brush from Phillips Street Playground

Fixed fence at Phillips Street Playground

Replaced light bulbs at Coggs Hall Park

Captured swans and ducks at Coggs Hall Park with assistance of Fire Dept. Delivering them to winter home at Hollis Hills Farm

Cleaned up waterway around playground at Coggs Hall Park

Locked South Street entrance to Coggs Hall Park

RECREATION DIRECTOR REPORT – January 6, 2015

Administration:

- Payroll turned in
- Weekly Deposits turned
- Attended and took minutes for December Park Commissioners Board Meeting. Turned in accepted November and September minutes to city clerk
- All Biddy league refund Checks were mailed out
- Attended the Mayor's Cabinet Meeting.
- Recreation Assistant Position was offered to and accepted by Beth Robbins.
- Handed in CDGB Grant application.
- Requested a meeting with Joe Richardson and Bob Jokela to talk about the building use request system for the Fitchburg Public Schools.
- Finished Ice Safety Poster to put up at Mirror Lake in Coggs Hall Park. Approved by Chief Roy, Chief Kearns, and City Solicitor, John Barrett. Being printed by the print shop.
- Bought the domain name www.fitchburgrec.org and a package from the hosting site Blue host. First big step to getting the new website up and running! Currently, working with Napolian Stewart (website builder) to hammer out all the fine details. The basic structure is there, just need to fill it with pictures and content.
- Swan permit turned in with payment, will be post marked 12-12-14
- FFD and DPW got the swans and ducks out of the pond and into their winter home at Hollis Farms. Hooray!
- Payroll for Biddy league Vendors turned in
- Tuning up the biddy league and men's league budgets, still need to add in actual cost for trophies and championship t-shirts.
- Set-up and worked with the new recreation assistant, Beth Robbins. Starting to get her understanding and comfortable with her responsibilities and creating a list of future projects for her to work on.
- Parks Board agenda for Tuesday, January 6, 2015 was turned in to the city clerk.
- Created an office blueprint and broke building work up into phases. 1. Build wall 2. Paint office 3. Build floor to ceiling shelving for program supply storage. Prisoners to start phase one January 7, 2015.

Met with:

- Nate LaRose – Planning for Winter Festival
- Kathy Brady, principal of Reingold and Melissa Green of Safe Routes – To further plan the Bike Safety week to take place in June 2015 at Reingold. There are over 250 kids at the school with bicycles that is a great number for our program.
- Jim McGrath – to give friends of Coggs Hall a permit for the summer concert series.
- Nate LaRose and Ayn Yeagle – Planning for Winter Festival
- Dan Caples - Skyhawks
- Pete Hall of USA sports, 3rd party sports camp vendor.
- Ashlee Laffita and Alex Moore of Twin Cities CDC. Youth group planning meeting.
- Jon Ricciutti, CBDG application discussion.

Recreation Programs:

- Ironing out the details for the 7th and 8th grade girls and boys basketball clinic/workshop series.
- Reconfirmed all Gym space being used for Biddy League games and practices and Men's League.
- Reconfirmed scorekeepers, clock operators, and referees for Men's League and Biddy League.

- Jon locked in Snowshoe rentals for the Winter Festival.
- Men's League Registration is completed. There are 8 teams this season.
- Booking reservations at Coggs Hall Stonehouse, Gazebo, and Parks.
- Distributed Biddy League T-shirts.
- First Week of Men's League Games and Biddy league Games. (Worked 3 nights this week.)
- Had to cancel the girls first Game night due to inclement weather, will be rescheduled after the winter holidays.
- Continuing registrations for the indoor walking and jogging club.
- Attended Wednesday's Men's League Games and both Biddy league Games
- Looking into 3rd party sports camp vendors for additional summer programming. Lacrosse and Field Hockey for FPS athletics and some multi-sport camps for younger kids.
- Starting to create a storybook hike, to use at the winter festival and potentially for use again in the future.
- Basketball Leagues have been on break following the school vacation schedule.
- Set up team photo dates with Jim Richards.

Requests:

1. Would anyone be interested in committing to attending a game night for me? It'll lighten the evening load for me.
2. The first public hearing for CBDG is on Tuesday, January 27, 2015 at 6:00pm at the Memorial Middle School Library. The more support we have the better our chances are.
3. Winter Festival is on January 31st, 2015.

**Federal Community Development Block Grant Program
Application for Year 41 CDBG Funding 2015 – 2016**

CDBG applications are due at the Community Development Office

no later than 4:30p.m. on Monday, January 5, 2015

**DELIVER APPLICATIONS TO OFFICE LOCATION
at the Fitchburg Public Library, 610 Main Street,
Fitchburg MA 01420**

This application form requests basic information necessary for proposal review. Responses should be *Specific* and *Brief* in order to facilitate the review process. *Please submit one original application. Do not number the pages.* For additional information or assistance please contact the Community Development Office at (978) 829-1894. All sections of the application must be filled in and applicable attachments submitted, otherwise the application will be considered incomplete. *Extensions will not be allowed.* To receive an electronic copy of the application, contact mmccaffrey@fitchburgma.gov

IDENTIFYING INFORMATION

1. Sponsoring Agency or Individual: Fitchburg Recreation Department

Is your agency registered on sam.gov? Yes

Physical Address: 301 Broad Street, Fitchburg, MA 01420

Contact Person and Email Address: Alicia Day aday@fitchburgma.gov

Web Address (if applicable):

<http://www.fitchburgma.gov/government/departments/recreation/default.cfm>

Telephone and Fax Number: T:978-829-1818 F: 978-345-9687

2. Name of Proposed Project: Parks Safety Development or Coolidge Park Soccer Fields

3. Total CDBG Year 41 Funding Request: Coolidge Park Soccer Fields =\$25,000.00

4. Is this project currently funded by CDBG? No

5. If the Year 41 request amount is greater than the Year 40 award amount, please justify the increase in the request amount.

6. Give a description of the proposed project:

(a) Describe the community development or housing **needs** to be addressed by the proposed project.

- **Coolidge Park Soccer Fields: We are wanting to build an appropriate soccer field that is graded to an even level and is seeded with the appropriate grass that can withstand the heavy usage in the spring, summer, and fall months. The land dedicated to soccer fields in Coolidge have never been landscaped in this manner and will greatly enhance the usability of the fields.**

(b) Describe the **goal** of the proposed project. (The proposed solution to the problem/need identified above.)

- **In Coolidge Park the goal is to have appropriate and healthy playing fields for the soccer leagues to play on.**

(c) Describe the proposed **project activities** to be undertaken to achieve the goal. (Activities include strategies, techniques or types of treatment utilized in the delivery of program services.)

- **For the Coolidge Soccer Fields the DPW will re-grade the area with loam to make the playing surface level and reseed the entire soccer field with a grass seed meant for soccer usage.**

7. Who will be served by the proposed project? (Include specific groups or individuals as well as the geographic area primarily benefiting from the activity.)

- **The Coolidge Soccer Fields will most immediately serve the Fitchburg Youth Soccer League that provides soccer leagues and camps for youth ages four through eighteen, three seasons a year. However, the fact that the fields are located in one of the city's most used parks would allow, outside of soccer programming, a high quality space for the city's constituents to use.**

8. How many estimated beneficiaries will be served in Year 41 with CDBG funds?

Citywide* Specify the estimated number to be served.

**Goodrich, First and Railroad, and Coolidge are parks in neighborhood areas with higher lowmod populations, but access is open to the public at large.*

Yes Is this an **unduplicated** count? (Yes or No.)

All Fitchburg Constituents Indicate the type of group to be served: individuals or families or business or households or housing units.

9. Explain how project performance will be measured.

- (a) Describe the ***type of service units*** to be delivered. For example, education, shelter, translation, inspections, loans, etc.

Coolidge Soccer Fields: Re-grading and hydro seeding of the soccer fields.

- (b) ***Quantify*** the number of service units with the type of service unit, to be provided by the proposed project.

Coolidge Soccer Fields: Re-grading and hydro seeding of (4) soccer fields. Each field is 50yds. by 80 yds. (approximately) creating a total space of 200yds. by 320yds. to be landscaped.

- (c) Describe the ***outcome or impact*** the activity will have on the population to be served. (How will the proposed CDBG program improve the quality of life for recipients?)

- The youth programs that would benefit from the creation of these can help children develop and practice social skills and good sportsmanship in safe and educational environments, they increase self-esteem, reduce stress help combat obesity.
 - Citywide, and more specifically, the neighborhoods that have a higher lowmod percentage the creation of a safe and free place to recreate has deep impact for all of those that live in the area. Physical activity is linked the reducing obesity, decreasing stress levels, and improving self-esteem. Developing the park itself can lead to an enriched sense of place and pride for the people that live in these neighborhoods, which in turn can increase the amount of community involvement and reduce the amount of crime.
10. Identify the ***Inputs, staffing and other resources (equipment, supplies, etc.)***, that will be needed for the proposed CDBG activity. Attach job descriptions of the staff to be paid under the Community Development Block Grant Program. (Only submit job descriptions of staff positions to be paid under the CDBG Program.)
- All re-grading and reseeding supplies and physical labor will be provided by the Department of Public Works and fits within the \$25,000.00 cost estimate.
 - **Working Foreman:** Works as leader with workers at a lower skill level performing semiskilled and unskilled tasks of construction, maintenance, operation and repair in connection with care of City owned parks and care of shade trees. Makes work assignments, enforces safety regulations, maintains discipline, requests supplies and equipment, and reviews work of the crew assigned for compliance with instructions and conformance with accepted standards and practices. The Working Foreman must be skilled in the operations of all the work being assigned. Performs with and/or supervises employees at all lower skill levels as required.

- **Heavy Special:** Under the direct supervision of an employee in a higher classification. Maintains grounds and equipment in city parks, including swimming pools, playgrounds and landscaping. Performs janitorial duties. Operates all motorized equipment in the DPW Parks Division including those with a Gross Vehicle Weight Rating (GVWR) in excess of 26,000 pounds. Ability (licensed) to operate front-end loaders and backhoes. Loads and unloads trucks, and hauls material, transports personnel, plows and sands streets, sidewalks. Performs manual labor and maintenance duties. Incidentally may supervise a small crew of workers at a lower skill level such as LMEO, HMEO laborers, helpers and maintenance workers. On occasion provides assistance in Streets Division and Cemetery Division of DPW.

11. If applicable, is the activity site universally (handicap) accessible? If it is not, are there plans to make the site accessible?

- **Coolidge Park is universally accessible.**

12. Describe your agency's compliance with Title VI of the Civil Rights Act. What types of language assistance services, if any, are provided by your agency to Limited English Proficient (LEP) persons?

- **Coolidge Park is open to the public; signage and website are currently written in only English.**

BUDGET INFORMATION

If the applicant is a *non-municipal entity*, please complete the following:

Municipal Entity – Not applicable

A. The current operating budget (Yr. 40, 2014 - 2015) for your agency:

Municipal Entity – Not applicable

- (a.) Include all sources of income.
- (b.) Report the percentage of CDBG funds that make up the agency's current budget.
- (c.) Identify efforts to obtain alternative sources of funding for the current fiscal year, but were denied.

B. The proposed operating budget (Yr. 41, 2015 - 2016) for your agency:

Municipal Entity – Not applicable

- (a.) Include all sources of income.
- (b.) Report the percentage of CDBG funds that make up the agency's proposed budget.
- (c.) Identify plans to obtain alternative sources of funding to be used for the proposed project.

Applicants please sign below and submit this page with your CDBG application.

Applicant's Signature: _____

Date: January 5, 2015

PROFESSIONAL SUMMARY

- Over twenty years in the social service field serving a diverse population.
- Experience in creative program planning and overcoming challenges of limited resources and financial constraints to create high-quality, cost-effective and comprehensive service offerings
- Consistently applies a positive attitude to exceed client and team expectations.
- Natural assertiveness and leadership qualities with a direct, yet empathetic communication style.
- Strong advocate for individual empowerment and building community relationships.
- Excellent facilitation skills in writing and implementing new material.
- Well versed in Power Point presentations and Microsoft Word.

Service History and Achievements**Employment Specialist**

The ARC of Opportunity, Fitchburg MA 12/2013-07/07/2014

- Responsible for developing learning strategies for developmentally challenged individuals challenged in an effort to help them achieve greater levels of independence.
- Managed a caseload of ten diverse individuals from ages 16 to 55.
- Performed evaluations with special needs high school students to determine mainstream work capabilities.
- Attended ISP meetings and collaborated with service coordinators on a regular basis

Community Outreach Coordinator

Perfect Dental, Fitchburg MA 09/2012 -04/2013

- Developed and expanded existing Community Outreach Program for seven dental offices statewide.
- Compiled data bases, created and implement reporting structure.
- Established and maintained good relationships with nonprofits and local business
- Conducted educational presentations for elders and children.
- Attended and networked at local community events.

Community Liaison/Americorps

Fitchburg State University, Fitchburg State Volunteer Center, Fitchburg MA 08/2011 - 07/2012

- Launched new programming to develop and expand strong community alliances with local nonprofits.
- Compiled a comprehensive database of over 250 nonprofit organizations for student and faculty reference.
- Planned and hosted volunteer fairs to raise student awareness and assist local nonprofits.
- Led presentations in university classrooms to educate students about the importance of civic engagement..

Program Founder and Director

The Lovewell Initiative, Fitchburg, MA 03/2008 - 11/2010

- Authored and facilitated a four step program for single moms called the Lovewell Initiative.
- Launched ongoing event agenda that included job readiness/career placement discussion groups.
- Facilitated supportive services for client family members to find gainful employment and/or training.
- Forged community connections and collaborations with neighboring communities and local nonprofits.
- Recognized fellow of the United Way as part of their Community Builders Entrepreneurial Program.

Substitute Art and Ceramics Teacher

Fitchburg High School, Fitchburg, MA 12/2008 - 05/2009

- Facilitated classes for a total of 125 students per day in the areas of multi-media art and ceramics.
- Provided program support and management for high risk youths.
- Planned lessons for each class with a strong project emphasis on cultural diversity and pride.

Education

Mt. Wachusett Community College, Gardner, MA

AS Degree, Liberal Arts

Civic Engagement – Fitchburg State University, Fitchburg, MA

Study of event organizing and planning, the mechanics of civic engagement, leadership and public speaking.

Certifications

Twin Cities CDC Fitchburg, MA – **Certification, Business Plan,**

Bristol Community College, Fall River, MA **Certification, Serving Special Populations**

William's Southern Soul

Located at King's Corner - Hot Shotz Parking Lot

Meatball Grinder	6.00
Fried Dough	4.00
Hamburger	3.00
Cheeseburger	3.25
Sausage, Peppers & Onions	6.00
Fries	2.75
Hot Dog	2.00
Chilli Dog	2.25
Chilli Cheese Dog	2.50
Chilli Cheese Fries	3.00
Pizza	2.50
Steak & Cheese	6.00
Nacho's & Cheese	3.00
Chicken Patties	3.00 w/cheese 3.50
Wings	4.00 (6pc.) 6.00 (9pc.)
Nuggets	4.00 (6pc.) 5.00 (9pc.)
Onion Rings	2.50
Sausage Sandwich w/ Peppers & Onions	5.00
Chips	.75

BEVERAGES

Pepsi, Coke, Diet Coke, Sprite ~ 1.50 - Grape & Orange ~ 1.00

Water ~ 1.25 - Kids Drinks ~ .60

**SPECIAL
EVENTS!**

Airheads ~ .50

Fireballs & Bubble Gum 2 for .25

Menu Items & Pricing Subject to Change

William's Southern Soul

Located at King's Corner - Hot Shotz Parking Lot

DINNER PLATES

Whiting Fish	6.50
Porkchops	7.50
Ribs	8.00
Chicken	7.00
Gumbo & Jambalaya w/Rice	6.00

Meals subject to change ("meats")
Available Saturday nights only

CHOICE OF 2 SIDE ORDERS WITH DINNER
Potato Salad, Collard Greens,
Macaroni & Cheese,
Rice & Gravy, Beans, Hushpuppies

CHOICE OF BREAD
Cornbread or Biscuit

SANDWICHES

Whiting Fish	4.00
Pork Chop	4.00
Ribs	6.50
Chicken	4.50
Sausage	4.00
w/ Peppers & Onions	4.50

SIDE ORDERS

Potato Salad	2.00
Beans	2.00
Collard Greens	2.00
Yams	2.00
Macaroni & Cheese	2.00
Rice & Gravy	2.00
Hushpuppies (5)	2.00
Okra	2.00
Rolls, Biscuits, Cornbread	.75 ea.

BEVERAGES

Soda, Water, Ice Tea ~ 1.00

PASTRIES

Homemade Peach Cobbler	2.00
Banana Pudding	2.00
Popcorn	1.00

~ SPECIALS ~

